



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
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SAN DIEGO CA 92145-2000

StaO 12790.1

08 SEP 1998

STATION ORDER 12790.1

From: Commanding Officer
To: Distribution List

Subj: CIVILIAN BULLETIN BOARDS

Ref: (a) CMMI 790.2 (NOTAL)

1. Purpose. To prescribe procedures for the establishment and maintenance of civilian bulletin boards per the reference.

2. Background. It is the policy of the Navy Department and this command that both official and unofficial bulletin boards be properly identified and maintained in such places where civilian employees normally congregate for the general dissemination of information.

3. Information

a. Official Bulletin Boards will contain official orders with which employees in general are expected to conform. In addition, the following items will be displayed at all times:

(1) Political Activity Poster (CSC Form 1982).

(2) Statement of Personnel Policy for Civilian Personnel in the Department of Defense (NAVEXOS P-1608).

(3) Code of Ethics for Government Service (NAVEXOS P-1991).

(4) Poster "Equal Employment Opportunity Policy Summary" (NAVEXOS P-2411).

(5) Poster "Equal Employment Opportunities Overseas" (NAVSOP P-3099).

b. Unofficial Bulletin Boards. All notices, other than official notices, will be posted on unofficial bulletin boards. Notices may include employee activities such as club meetings, social affairs or athletic events. Only those notices concerning

events available to all employees without regard to race, religion, color, sex or national origin may be posted. The posting of petitions or bulletins regarding partisan or nonpartisan political or civic issues is not permitted.

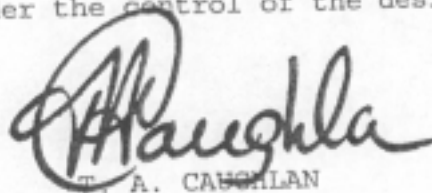
c. Union Bulletin Boards. The American Federation of Government Employees and the National Association of Government Employees, are entitled to posting space on existing command bulletin boards. This right is governed by the Master Labor Agreement and the negotiated agreement respectively.

4. Action

a. The Human Resources Manager is assigned overall responsibility for bulletin boards and will ascertain that all required material is furnished and posted on official bulletin boards.

b. Department heads with civilian personnel assigned will designate official and unofficial bulletin boards in appropriate areas and will notify the Human Resources Manager in writing as to the location of all boards and the designated custodian for each board.

c. Custodian will maintain assigned bulletin boards in a current manner. The posting and removal of all matters, official and unofficial, will be under the control of the designated custodian.



T. A. CAUGHLAN

Distribution: MCAS: A